



Hawaii Health Systems Corporation—Maui Region

**Kula
HOSPITAL**
100 Keokea Highway
Kula, HI 96790

**Maui Memorial
MEDICAL CENTER**
221 Mahalani Street
Wailuku, HI 96793

**Lanai
COMMUNITY
HOSPITAL**
P.O. Box 630650
Lanai City, HI 96763

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 07/01/07; 07/01/08
JOB TITLE: PRE-AUDIT CLERK I
RECRUITMENT NO.: MMMC 0137
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: \$2,403 PER MONTH (SR-11)

Job Duties: Perform the full range of clerical pre-auditing work in a large department involving voucher claims and/or payroll claims for compliance with Federal, State and departmental laws, regulations, rules, policies and procedures; and perform other duties as assigned.

THE MINIMUM QUALIFICATION REQUIREMENT ARE: To qualify, you must meet **all** the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

General Experience: One (1) year of responsible clerical work experience which demonstrated knowledge of arithmetic and required the ability to read and understand, follow oral and written instructions, communicate orally and in writing and to make arithmetical computations.

Specialized Experience: Two (2) years of responsible clerical work experience in the preparation and keeping of payroll records and/or in the preparation and processing of vouchers, invoices and statements.

SUBSTITUTIONS ALLOWED:

Substitution of Education for Experience:

1. Graduation from high school may be substituted for one-half (1/2) year of General Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for the one (1) year of General Experience provided the duration of the training was for a year or more.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.

PRE-AUDIT CLERK I (Continued)

3. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one (1) year may be substituted for **General Experience** on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
4. Successful completion of half a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six (6) months of **General Experience**.
5. Successful completion of one (1) school year (of a program of more than one year in length) of substantially full-time clerical, stenographic, or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for one (1) year of **General Experience**.
6. Successful completion of a substantially full-time equivalent bookkeeping or accounting curriculum leading to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses may be substituted for the **General Experience** or the **Specialized Experience** on the basis of one (1) year of such training for one (1) year of experience, up to a maximum of two (2) years of **General** or **Specialized Experience**.
7. Successful completion of one (1) school year of (more than one year program) a substantially full-time accounting curriculum which normally leads to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses may be substituted for one (1) year of **General** or **Specialized Experience**.
8. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of **General Experience**, up to a maximum of one (1) year of **General Experience**.
9. Education in an accredited university in a baccalaureate program may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of **Specialized Experience**, provided the fifteen (15) semester hours included at least three (3) semester hours in accounting or auditing courses, up to a maximum of two (2) years of **Specialized Experience**.

REQUIRED FORMS AND DOCUMENTATION: You must complete the following forms and documentation **together with your application** or your application may be rejected.

- a. Evidence of the appropriate training (e.g., official transcript or diploma) to be given credit for education. A legible photocopy will be accepted; however the Hawaii Health Systems Corporation reserves the right to request an official copy.
- b. The supplemental for ***Clerical Position***.

NAME: _____

SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS

Indicate your typewriter preferences: Electric _____ Manual _____

INSTRUCTIONS: Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

High School

<u>Subject</u>
_____ English
_____ Arithmetic or Math
_____ Typing
_____ Shorthand
_____ _____
_____ _____

Business/Technical School or Community College

<u>Subject</u>	<u>Credits</u>	<u>Degree or Certificate Received & Major</u>
_____ English	_____	_____
_____ Math	_____	_____
_____ Typing	_____	_____
_____ Shorthand	_____	_____
_____ Office Procedures	_____	<u>Total Number of Credits Completed</u>
_____ General Office Procedures	_____	_____
_____ Office Machines	_____	_____
_____ _____	_____	_____
_____ _____	_____	_____

University

<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
_____ English	_____	_____
_____ Math	_____	_____
_____ Typing	_____	_____
_____ Shorthand	_____	<u>Total Number of Credits Completed</u>
_____ _____	_____	_____
_____ _____	_____	_____

Others

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

SAMPLE:

<u>School of Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
MDTA	English, arithmetic, office practices Typing, telephone courtesy	total of 520 hours from 3/96 to 8/96

I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: _____

Date: _____

SELF-CERTIFICATION STATEMENT

Certain positions filled from the written examination may require applicants to possess the capability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to: 1) type straight copy at 40 net words per minute; and/or 2) take shorthand at a rate of 80 words per minute and make accurate transcriptions. If you meet the requirements, complete this form and sign and date the self-certification statement below.

My typing speed is _____ net words per minute:

I take dictation at the rate of _____ words per minute.

I acquired the above skills through:

attendance at _____
School

employment with _____
Employer

training _____
Program

Self-certification by Applicant: I hereby certify that I have thoroughly read the requirements above and presently meet these requirements. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature: _____ Date: _____

Please print name: _____

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to a HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Maui Memorial Medical Center**; Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be filed no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s). 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.